

Dear Wabash Alumnus,

### **A Brand New Alumni/Student Career Networking System!**

It is with great pleasure that the Schroeder Center for Career Development at Wabash College announces the creation of a structured, protected Online Alumni Career Network, *The Exchange*. Your participation in *The Exchange* will allow current students to network with you for career-related reasons. Alumni who would like to network with other alumni for the same purpose have the option of opening an additional 'user' (student) account, which will allow them to access the networking capability, our job listings and other resources we've connected with our system.

### **Why This Is So Great**

The beauty of this system is that you can choose to participate as much or as little as you like; you select the reasons you may be contacted, how often, and by what method. *The Exchange* is housed in our WabashWorks (E-Recruiting) system (formerly known as WallyPower) so your information is password protected as well. It is important to note that *The Exchange* completely replaces all previous such systems through our office. We are starting from scratch to make sure all the information in the system is new and fresh. In addition, those alumni who would like to take advantage of the networking services and our other online resources will have the ability to do so.

### **How To Sign Up/Sign In**

To participate as a networking resource, first you'll need to sign into the WabashWorks system – <http://wabash.erecruiting.com> If you were in our previous Alumni Career Network, you probably have an account in the system already. Your username is either the same as your E-alumni system username, or your first name.last name, two-digit grad year (ex: scott.crawford93). Your password is wabash. Once you enter the system you can change the password if you like.

If you do not have an account, contact Toni McKinney at 765-361-6414 or [mckinnet@wabash.edu](mailto:mckinnet@wabash.edu) and she'll set up an account for you.

To also participate as a user (access the other alumni in the system, seek and apply for jobs, etc), you will need to set up an additional 'user' account which will allow you to access the job seeker or 'student' side of the system. To set up this type of account, contact Toni as listed above. Alumni are welcome to create both types of accounts simultaneously. Toni will email you instructions on using this side of the system as well.

### **Getting Started as a Networking Resource**

Once you sign in to your Exchange account, click on Mentor Network (top middle of the page), then complete the short Profile. The Profile consists of information on your degree(s), Wabash involvement/memberships, work history, geographic area, and the ways you are willing to assist other Wabash

alumni and students. You will choose how many times per month you can be contacted and whether contact should be made via email or phone.

Note that once the 'per-month' limit you select is reached, your information will 'disappear' from the system for the rest of the calendar month. Wabash students may only access contact info for 10 alumni per month via the system.

Once your Profile is complete, you can begin searching the system to connect with other Wabash men, or sit back and wait for them to connect with you.

**An Example - How This Works:**

Student Wally is looking for a contact at General Electric in Finance in Poughkeepsie, New York who was a Phi Delta Theta and Swim Team member at Wabash. Student Wally is seeking information on GE. He selects GE, Finance, Poughkeepsie, Phi Delt and Swim Team and comes up with 1 match. He does NOT see contact information at this point, only the alum's work history, Wabash info, and how the alum is willing to assist. If the alum has selected Information On My Company in the How I Will Assist area, the student may choose to access the information. By clicking on "Accept" and using one of his 10 monthly 'tokens' the student will receive the contact info the alum has selected (email or phone). He may then contact the alum.

**Our Responsibility**

Career Services will help ensure that the system is used properly and for the reasons intended. Students will receive instructions on the appropriate reasons/methods/approach for contacting alumni. Any alumnus who is contacted for inappropriate reasons (by either a student or another alumnus) should report such to Scott Crawford, Director of Career Services ([crawfors@wabash.edu](mailto:crawfors@wabash.edu)). We reserve the right to delete accounts/block system access to students or alumni misusing the system.

If you have any questions, please feel free to contact Toni McKinney at 765-361-6414 or Scott Crawford at [crawfors@wabash.edu](mailto:crawfors@wabash.edu).

We look forward to your participation.

Scott Crawford